

MINUTES

February 21, 2024

1. CALL TO ORDER

(DETERMINATION OF QUORUM)

Chair Liz Cattin called the regular meeting of the District 13 Board of Trustees to order at 8:32 a.m., on Wednesday, February 21, 2024, in the Administration Building Heritage Room. The meeting was also offered virtually via Zoom. When the meeting was called to order, the following individuals were present; there was a quorum.

BOARD OF TRUSTEES: Liz Cattin
Mike Karnofski
Alice Dietz
Marc Silva
Bogyong Kim

COLLEGE PRESIDENT: Matt Seimears

2. INTRODUCTION OF GUESTS

Sue Orchard, Kristen Finnel, Nolan Wheeler, Kendra Sprague, Wendy Hall, Shelley Williams (AG), Angela Rogers, Griffin Sauters (KLOG News-via Zoom), and Bryanna Doumit.

3. APPROVAL OF AGENDA

MOTION: By Mike Karnofski, seconded by Marc Silva,

That the agenda be approved as presented, adding a break between agenda items 8 and 9.

MOTION CARRIED unanimously

4. CONSENT AGENDA

The following consent items were offered for the Board's consideration.

4A. Minutes of the January 17, 2024 Regular Board Meeting

4B. HS/EHS/ECEAP Annual Self-Assessment Action Plan: Annually, the program conducts a self-assessment to inform program planning and continuous quality improvement. Staff, parents, and program leadership participate in the self-assessment. It is shared with both the Policy Council and Board of Trustees for adoption.

- 4C. HS/EHS/ECEAP Field Trip Policy:** Requesting the approval of a policy revision request for Field Trip Policy EDUC 9e. The policy request has been approved by the HS/EHS/ECEAP Policy Council.

MOTION: By Marc Silva, seconded by Alice Dietz,

That the consent agenda be approved as presented.

MOTION CARRIED unanimously.

5. COLLEGE INPUT

- 5A. President's Report** – President Matt Seimears shared that the House has released their supplemental capital budget. Lower Columbia College's CVTS project did not make the House or Senate budget list. President Seimears will continue to do advocacy work to support LCC's capital project.

Vice President of Effectiveness and College Relations, Wendy Hall

- ✓ As of close of business February 19th, State FTE for Winter quarter was up 9.6% and total FTE for Winter quarter was up 6.8% compared to the same calendar day last year.
- ✓ 2023-24 Annual State FTE was up 3.1% and Annual Total FTE was up 1.4% compared to the same calendar day last year.
- ✓ The hope is that enrollments continue strong into Spring Quarter
- ✓ Provided invitations to the All-Washington Academic Team Ceremony on April 25th at South Puget Sound Community College.
- ✓ Provided LCC's updated fact book and fact card that list important information about the college that Trustees can refer to in discussions with community members and potential students.
- ✓ Shared an article highlighting an LCC nursing student, step-daughter of Washington State Representative Joel McEntire, stepping up for Representative McEntire as he reports for military duty.

Vice President of Administrative Services - Nolan Wheeler

- ✓ The financial statement audit kicked off last week and is being conducted by a new firm this year.
- ✓ The LCC men's basketball team is currently undefeated in the district and the women's basketball team has had eight wins and only one loss this season.
- ✓ LCC softball hosted the first tournament on the new Tam O'Shanter turf, a great start to the season.
- ✓ Money was provided for the Clean Buildings Act in the Senate and House capital budgets, including metering funds for the state.

Vice President of Foundation, HR & Legal Affairs, Kendra Sprague

- ✓ As a result of LCC's capital project not receiving funding in the capital budget, the focus of the capital campaign has been shifted to athletics.
 - Will be addressing the campaign steering committee as well as campaign consultants for guidance on the campaign.
 - The campaign has reached \$11.2MM of the \$15MM goal.
 - Currently assembling the alumni taskforce as the campaign shifts into the alumni giving campaign.

- ✓ The annual report to the community was delivered to mailboxes last week.
- ✓ The Athletic Hall of Fame Event will be held tonight.
- ✓ The Students in Need Campaign, in partnership with the Daily News, will kick off on March 16 and will run until May 31 with a goal of \$35,000.
- ✓ It is the time of year for heavy faculty recruitment, as well as other open positions.
- ✓ A Board of Trustees special executive session will be held in March to review tenure candidates.

Vice President of Student Services, Sue Orchard

- ✓ Student Services continues to provide wrap around, holistic support to students.
- ✓ One Stop staff have been moved into the admissions center lobby and CCP staff have also moved into the admissions building.
- ✓ The 11th cohort of the Atomi program kicked off this weekend.
 - Trustee Kim is one of the host families for this cohort.
- ✓ LCC will be hosting the second Men of Color Conference on February 29th.
 - There are already 60 individuals registered, a lot of which are high school males.
 - The keynote speaker will be Tyler Monk, a first-generation student out of Portland.
- ✓ The state board announced some FAFSA updates and there are some anticipated delays in summer processing as a result.
 - Some verification requirements have been removed.
- ✓ Trustee Dietz noted that two LCC employees, Nicole Faber and Rosa Rocha-Andres, presented to AVID students and students seemed very engaged.
- ✓ Trustee Kim inquired about the updates to the One Stop Center.

Vice President of Instruction, Kristen Finnel

- ✓ As mentioned by Kendra, LCC is working to hire and fill the campus needs for tenure track faculty positions.
- ✓ There are 23 individuals in the tenure track process and eight of them will be reviewed in March for receiving tenure this year.
 - Tenure candidate portfolios will be sent to Trustees by March 1st.
- ✓ A Guided Pathways Strategic Enrollment Management Day and Faculty Appreciation Luncheon will be held on March 28th.
- ✓ Many faculty members are participating in professional development opportunities post-covid, utilizing funding from the foundation.
- ✓ The Ed-to-Go short certifications through Continuing Education are receiving high engagement, in particular the vet assistant program.
- ✓ The net revenue in Continuing Education is up 51% from last year.
 - Five years ago, the budget for Continuing Education was in the red.
 - Staff are working closely with the fitness center to generate revenue for both entities.
- ✓ A new playground will be installed at the Head Start Barns location, replacing a current structure.
 - The demolition for the project will occur today.
- ✓ Chair Cattin requested a link to the Ed-to-Go certification offerings.

5B. Head Start/EHS/ECEAP Written Report – A written report was submitted to the board and no members had any questions.

▶ *HS/EHS/ECEAP Biannual Report- Community Assessment & Strategic Goals*

Mindy Leasure presented the biannual report, including updates on family well-being, family engagement, early learning and development, and health and wellness. Mindy explained the program planning timeline and updated the Trustees on the pending federal monitoring review. Mindy shared progress on program goals and updates on current enrollment. Mindy also shared new program goals, including the prioritization of full enrollment. The enrollment challenge remains in the ECEAP program. Lastly, Mindy shared some early learning budget proposals. There will be some consent items for Board review next month, including the strategic plan for the five-year project period.

Chair Cattin inquired about parent support and Trustee Silva inquired about the staff turnover rates. Trustee Dietz inquired about support for teachers supporting children with more extreme emotional needs.

6. INSTITUTIONAL MONITORING

6A. Academic Transfer Monitoring Written Report – Cycle 25 of the Academic Transfer Monitoring Report was presented by Wendy Hall and Dean Jamie Martin. Academic Transfer is one of the five mission areas at the college. The report was also provided to the Board in written format.

7. BOARD BUSINESS/INFORMATION ITEMS

7A. Nomination of Board Officers for 2023-24 – Per policy governance, the Board annually nominates officers in February. Elections take place as the last item of Board business during the regular March meeting.

MOTION: By Liz Catin,

That Marc Silva be nominated for 2024-25 board chair.

MOTION CARRIED unanimously.

MOTION: By Marc Silva,

That Bogeyoung Kim be nominated for 2024-25 board vice chair.

MOTION CARRIED unanimously.

8. PUBLIC COMMENT – None

Chair Cattin called for a five-minute break at 10:30 a.m.

9. BOARD WORKSHOP: ANNUAL PLANNING SESSION

- 9A. Review Budget Parameters and Priorities (per PG section 2-5), including a budget forecast for 2024-25** – Vice President Nolan Wheeler discussed the budget forecast for 2024-25 and the current financial position of the college.
- Current projections are based on Governor Inslee’s and House and Senate proposed budgets.
 - Fiscal Year 2025 (FY25) allocation will increase by \$210,000 due to FY20 salary and benefits earmark from safe harbor moving into the allocation model DEAB.
 - FY25 Tuition/Fee Revenue has been increased by 5% from FY24 budgeted amount.
 - FY25 Running Start Revenue has been increased by 5% from FY24 forecasted collection amount.
 - FY25 Open Doors Revenue will increase by 3%.
 - All local revenue in FY24 will be expended and there will be no carry-forward into FY25.
 - There will be a 3% salary increase for all classified and exempt staff. Faculty will receive a 5.8% salary increase. These increases will be fully funded in the FY25 State Allocation.
 - FY25 Operating Budget will total approximately \$33.8MM.
 - Nolan also shared the Funds Equity Summary which reflects the fund balances at period’s end based upon the net activity for the first six months of FY 2024.
 - The local discretionary fund balance provides a solid foundation for the college’s operating needs.
 - Historically, fund revenue lags behind expenditures throughout the fiscal year due to the reimbursable nature of higher education, particularly in financial aid and grants, which rely on monthly reimbursements.
 - The reduced on-campus schedule continues to affect net activity in Enterprise Services.
 - At the midway point in the fiscal year, overall year-to date (YTD) operating revenues of \$15.6MM are nearly \$1MM higher than last fiscal YTD.
 - Annualized State FTE enrollments are currently running 3.6% higher than last year.
 - Revenue modeling for the current fiscal year is forecasting tuition collections at the budgeted amount.
 - Expenditures are running YTD at 47.9% of budgeted totals, reflecting efforts taken at the beginning of the year to manage expenditures relative to revenue collections.
 - Expenditures by major program are fairly consistent with budgeted levels.
 - Trustee Karnofski inquired about reserves, and Nolan noted that reserves are healthy.
- 9B. Update on Strategic Planning** – Vice President Wendy Hall provided an update to the Board on the strategic planning process, including a proposal from the Executive Leadership Team on ways to further involve the Trustees in strategic planning. The Board supported the proposal for each Trustee to join a monitoring review team during the next monitoring review cycle. Trustees will alternate teams every year, ultimately providing each trustee an opportunity to participate in each monitoring team by the end of their five-year term. The Board also supported beginning the

strategic planning process with a review of objectives and holding the review of the mission, vision and values after the October 2025 accreditation visit.

9C. Review College Mission (Per PG section 2-5) –Board Policy recommends review of the College Mission statement annually. Trustees reviewed the mission and had no changes at this time. Based on discussion during agenda item 9B, an extensive review of the college mission, vision, and values will be conducted after the October 2025 accreditation site visit.

9D. Review Draft Annual Priorities for 2023-24 –Planning meetings for drafting the annual priorities are held with five teams of people. Members are diverse and include faculty, staff, ELT members, community members, etc. After recommendations from all members and extensive note taking, a draft of annual priorities is created. The draft created from the planning meetings has been reviewed and updated by the Executive Leadership Team. This preliminary draft will go out for campus comment next and will be brought back to the board again for approval in July.

10. EXECUTIVE SESSION – None

11. ADJOURN EXECUTIVE SESSION – N/A

12. ACTION AS A RESULT OF EXECUTIVE SESSION – None

13. GOOD OF THE ORDER – Trustee Kim, Trustee Silva and President Seimears updated the Board on their recent trip to Washington D.C. for the National Legislative Summit.

14. ADJOURNMENT – With no further business, Chair Cattin called for a motion to adjourn the meeting at 11:32 a.m.

MOTION: By Mike Karnofski, seconded by Marc Silva,
That the meeting be adjourned.

MOTION CARRIED unanimously.

On March 20, 2024, the Board of Trustees of Community College District 13 approved minutes of the February 21, 2024 Regular Meeting

Matt Seimears, Secretary to the Board